



Massachusetts Department of Environmental Protection
Bureau of Air and Waste – Stage I Vapor Recovery Program

Stage I Form D2

MassDEP Facility Account # _____

Alternative Annual In-Use Compliance Certification
(In-Use Compliance Testing Required)

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



DEP USE ONLY
/ /
Date Postmarked

A. Stage I System Documentation

1. Stage I System Location

Name of Facility Where the Stage I System is Installed

Facility Address

City/Town

State

Zip Code

2. Stage I System Responsible Official #1 (point of contact for Stage I related correspondence)

Name of Stage I System Responsible Official #1

Phone Number

Mailing Address

City/Town

State

Zip Code

Email Address

3. Stage I System Responsible Official #2 (fill out only if applicable)

Name of Stage I System Responsible Official #2

Phone Number

Name of Company or Facility

Mailing Address

City/Town

State

Zip Code

Email Address

4. Annual Stage I System Compliance Fee Billing Documentation:

Name of Dept., Division, etc, otherwise leave blank. Please do **not** indicate contact name.

Phone Number

Name of Company (Corp., Co., Inc., LLC, etc.)

Mailing Address

City/Town

State

Zip Code

5. Has any Stage I system documentation provided in A. 1– 4 above changed from that currently on record in MassDEP's Stage I database? ☐ Yes ☐ No

If **YES**, please indicate any changes above.

6. Please check the box below identifying the amount of gasoline dispensed at this facility (gallons/annually):

- | | | |
|---|---|---|
| <input type="checkbox"/> Less than 120,000 | <input type="checkbox"/> 120,000 to 240,000 | <input type="checkbox"/> 240,001 to 500,000 |
| <input type="checkbox"/> 500,001 to 1,200,000 | <input type="checkbox"/> 1,200,001 to 2,000,000 | <input type="checkbox"/> Greater than 2,000,000 |



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B. In-Use Compliance Testing and Submittal Requirements

1. In-Use Compliance Tests Required to be Performed and Passed: _____

2. **Compliance Certification Submittal Due Date:**

For this certification form to be submitted on time, the envelope used to mail it to MassDEP must be postmarked on or before the facility's annual in-use compliance certification due date.

Section C. to be
completed by the
Compliance
Testing
Company only.

C. Compliance Testing Company Certification

1. _____
Name of Compliance Testing Company
2. Compliance Testing Company MassDEP ID #: _____
3. Enter in item 4. the Stage I system type or CARB order number. Answer "Yes" for only one question:
 - a. Is a Stage I system installed with both pre-EVR and EVR Stage I components? ☐ Yes ☐ No
If yes, enter "**Pre-EVR / EVR System**" in 4. below.
 - b. Is a Stage I system installed with only components from different CARB Certified EVR System Executive Orders? ("mix and match" EVR system) ☐ Yes ☐ No
If yes, enter "**Component EVR System**" in 4. below.
 - c. Is a Stage I "**CARB Certified EVR System**" installed and are all components listed and approved in a single Stage I EVR CARB Executive Order? ☐ Yes ☐ No
If yes, enter the **CARB Executive Order Number** for the applicable EVR system in 4. below.
4. Stage I System type OR CARB Executive Order #: _____
5. Tank Type: UST or AST? _____ 6. AST Manufacturer: _____
7. Stage I Type: Coaxial or Dual Point? _____
 - a. If Coaxial, are poppeted coaxial drop tubes installed? ☐ Yes ☐ No
 - b. If Dual Point, are EVR rotatable adaptors installed? ☐ Yes ☐ No
8. For motor vehicle fuel dispensing facilities with two or more UST's, prior to performing the required compliance tests, did you confirm that the gasoline storage tanks are properly manifolded?
☐ Yes ☐ No ☐ Not Applicable (i.e., one gasoline storage tank)
9. For Stage I systems in 3.a - c. above, prior to performing the required compliance tests, did you confirm that all Stage I system components are installed in accordance with the system's applicable CARB Executive Orders and manufacturers guidance? ☐ Yes ☐ No
10. Did you perform each applicable compliance test in accordance with the referenced test procedure?
☐ Yes ☐ No



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C. Compliance Testing Company Certification (cont.)

11. For each required test provide the:	Date Test First Performed	Result of First Test (Pass/Fail)	Date Test Performed and Passed
Pressure Decay test (TP-201.3)	_____	_____	_____
Vapor Tie test (TP-96-1)	_____	_____	_____
P/V Vent Valve test (TP-201.1E)	_____	_____	_____
Static Torque Rotatable Adaptor test 1 (TP-201.1B)	_____	_____	_____
Leak Rate of Drop Tube / Drain Valve test 1, 2 (TP-201.1C)	_____	_____	_____
Leak Rate of Drop Tube / Overfill Prevention test (TP-201.1D) 1, 2	_____	_____	_____

1 Test required only for CARB EVR Stage I components.

2 Testing Company must conduct either TP-201-1D or TP-201.1C depending on system configuration.

12. Compliance Testing Company Responsible Official Compliance Certification Statement

I certify that, **(a)** I have personally examined the foregoing and am familiar with the information contained in Section C. and all attachments pertaining to Section C., and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; and **(b)** I am fully authorized to make this attestation on behalf of this Compliance Testing Company.

Printed Name Of Compliance Testing Company
Responsible Official

Signature of Compliance Testing Company
Responsible Official

Date

Section D. to be completed by the Stage I System Responsible Official(s) only.

D. Stage I System Responsible Official Compliance Certification

1. Stage I System Operation & Maintenance, Training, and Weekly Inspections

- a. Have you operated and maintained the Stage I system in accordance the applicable CARB Executive Orders or manufacturers' guidance for your Stage I system? (The CARB Executive Order or System Type is identified on page 2, section C. 4.)

☐ Yes ☐ No

If **NO**, CARB Orders are available at: <http://www.arb.ca.gov/vapor/eo.htm>

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2

- b. Have you followed **MassDEP's Stage I Weekly Inspection & Compliance Guidance Manual**?

☐ Yes ☐ No

If **NO**, Guidance Manuals are available at:

<http://www.mass.gov/eea/agencies/massdep/air/programs/stage-ii-vapor-recovery.html>

The MassDEP Stage I Weekly Inspection & Compliance Guidance Manual provides guidance and training for conducting the required visual inspections.

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2



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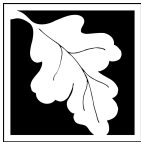
Section D. to be
completed by the
Stage I System
Responsible
Official(s) only.

D. Stage I System Responsible Official Compliance Certification (cont)

- c. Are **all persons** conducting visual inspections **trained** to operate and maintain the Stage I system in accordance with the manufacturers' guidance? ☐ Yes ☐ No
Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2
- d. Have you **visually inspected** the Stage I system once every **seven** days? ☐ Yes ☐ No
Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2
- e. As a result of the **visual inspections** did you find any Stage I system components incorrectly installed, non-functioning or broken? ☐ Yes ☐ No
If **YES**, did you:
1. Immediately repair or replace the components with CARB Enhanced Vapor Recovery (EVR) components (except coaxial components and slip-on spill buckets may be non-EVR) and install them in accordance with applicable Executive Orders and manufacturers guidance; or
☐ Yes ☐ No
 2. If repairs or replacements could not be made immediately, did you repair or replace the components within 30 days of the visual inspection date; or
☐ Yes ☐ No
 3. If the components could not be repaired or replaced within 30 days of the visual inspection date, did you cease the transfer of motor vehicle fuel into the motor vehicle fuel storage tanks equipped with the incorrectly installed, non-functioning, or broken components until the components were repaired or replaced?
☐ Yes ☐ No
- Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2

2. Stage I Testing – Failed Tests (See page 3, section C. 10.)

- a. Was one or more Annual In-Use Compliance **tests failed** on the **first test**? ☐ Yes ☐ No
If **YES**, did you:
1. Immediately repair or replace the components with CARB Enhanced Vapor Recovery (EVR) components (except coaxial components and slip-on spill buckets may be non-EVR) and install them in accordance with the applicable Executive Orders and manufacturers guidance; and
 2. Continue to re-test until each failed test is passed and submit an Annual In-Use Compliance Certification on or before the facility's annual certification submittal due date or within 30 days of the date of the first passing test result, whichever occurs first; **or**
☐ Yes ☐ No If **NO**, proceed to a.3.
 3. If the Stage I system failed one or more required in-use compliance tests and the system could not be repaired as required with a.1. & 2. above, **cease** the transfer of motor vehicle fuel into the motor vehicle fuel storage tanks equipped with the failing Stage I system until the system was repaired in accordance with the applicable CARB Executive Orders and manufacturers' guidance and all applicable compliance testing was conducted and passed.
☐ Yes ☐ No
- Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2



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D. Stage I System Responsible Official Compliance Certification (cont)

Section D. to be completed by the Stage I System Responsible Official(s) only.

3. Stage I System Record Keeping

Are the following **records maintained on-site** in a centralized location in either hard copy or electronic format?

- a. All of the weekly inspection checklists for the prior rolling twelve-month period.
- b. A copy of the compliance testing company test results for compliance tests performed during the prior rolling twelve-month period.
- c. A copy of the Stage I system's most recent In-Use Compliance Certification or, if more recent, a copy of the Stage I system's Installation/Substantial Modification Certification.
- d. Training Log of all persons trained to perform visual inspections of the Stage I System.

☐ Yes ☐ No

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2

4. Compliance Status and Actions to Ensure Future Compliance

If you are **NOT** in compliance with any question you answered in Section D. above, please explain:

- a. the reason you are not in compliance;
- b. the actions you will take to correct the noncompliance and the date completed; and
- c. the actions you will take to avoid the noncompliance in the future.

If more space is needed, please use additional pages as necessary.

5. Stage I System Responsible Official Compliance Certification Statement

I certify that **(a)** I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; **(b)** systems¹ to maintain compliance are in place at the facility and will be maintained for the coming year even if the processes or operating procedures are changed over the course of the year; and, **(c)** I am fully authorized to make this attestation on behalf of the facility.

Printed Name of Stage I Responsible Official #1

Signature of Stage I Responsible Official #1

Date

Printed Name of Stage I Responsible Official #2

Signature of Stage I Responsible Official #2

Date

¹ For purposes of this statement, "systems to maintain compliance" means procedures that the Stage I facility owner and/or operator has established to ensure that weekly visual inspections and required tests are conducted, that broken or defective components are repaired or replaced and that required records are maintained.